

## Email to DOORS Large and Medium Fleets

**Date Sent:** January 15, 2016

**Subject:** Annual Reporting for the Off-Road Regulation due by March 1, 2016

Dear Off-Road Fleet Contact,

Beginning in 2012 for large fleets, 2016 for medium fleets, and 2018 for small fleets, the In-Use Off-Road Diesel Vehicle Regulation (Off-Road Regulation) requires fleets to annually report any changes made to their fleet, and affirm that their reported information is accurate and their fleet is in compliance with the Off-Road Regulation.

**By March 1, 2016, large fleets (those with more than 5,000 horsepower, and state and federal government fleets), and medium fleets (those with 2,501 to 5,000 horsepower) are required to complete their annual reporting obligations, which include: submitting a Responsible Official Affirmation of Reporting (ROAR) to the Air Resources Board (ARB); reporting engine hour meter readings for low-use vehicles, if applicable; and reporting any changes in the Diesel Off-road Online Reporting System (DOORS).**

Fleets are encouraged to submit their ROAR forms electronically in DOORS. The new e-ROAR feature includes a checklist to ensure all required annual reporting information has been submitted. The e-ROAR package includes a user guide and video tutorial with step-by-step instructions on how to submit an electronic annual report.

ARB is providing the following checklist of annual reporting requirements.

- Submit a signed ROAR form, which is available at [http://www.arb.ca.gov/msprog/ordiesel/documents/doors/roar\\_form.pdf](http://www.arb.ca.gov/msprog/ordiesel/documents/doors/roar_form.pdf).
- Submit a signed Designated Official form, which is available with the ROAR form and required only if the responsible official would like to designate another to sign on their behalf.
- Report engine hour meter readings for the 2015 calendar year on the "Low-Use" page in DOORS for any vehicles designated as low-use. For more information on reporting low-use vehicles and their hour meter readings, please see the DOORS User Guide, *Reporting Low-Use Vehicles*, which is available at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-lowuse.pdf>.
- Submit hour logs titled, "Low-Use Vehicles Operated Inside and Outside of California," if the fleet has vehicles designated as "year-by-year outside" and "permanent outside" low-use. The hour log form is available at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/out-of-state-reporting.pdf>.

- Submit hour logs titled, "Vehicles Used for Agricultural Operations," if the fleet has vehicles designated as "51-99% Ag." The form is available at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/ag-hours-reporting-log.pdf>.
- Report any changes made to the fleet, such as engine repowers, Verified Diesel Emission Control Strategies (VDECS) installations or removals, and changes in low-use designations. For more information on updating fleet information in DOORS, please see the DOORS User Guide, *Updating Fleet Information*, at <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-updatefleetinfo.pdf>.

For more information on the annual reporting requirements of the Off-Road Regulation, please see the *ROAR and Annual Reporting* FAQ, which is available at [http://www.arb.ca.gov/msprog/ordiesel/faq/roar\\_faq.pdf](http://www.arb.ca.gov/msprog/ordiesel/faq/roar_faq.pdf). If you would like additional guidance on how to submit an annual report or electronic ROAR, please view the DOORS User Guide, *Annual Reporting & e-ROARs*, at: <http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-eroar.pdf>.

If you have any questions regarding the Off-Road Regulation or annual reporting requirements, please contact us through the DOORS hotline at 1-877-59-DOORS (877-593-6677) or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

Thank you,

Off-Road Implementation Staff